

ALMS MODULE IV: LESSON PLANS and TRAINING SUPPORT PACKAGES (TSP)

ITERATION MANAGEMENT LESSON TWELVE: ALMS MANAGE WAITLIST

SECTION I. Administrative Data

**All courses
including this
lesson**

Course # ALMS-101, Army Learning Management System (ALMS).

**Tasks
taught or
supported**

a. Tasks taught in this lesson:

Task Number	Task Title
ALMS 1013	ALMS Manage Waitlist

b. Tasks supported in this lesson. None.

**Reinforced
tasks**

There are no tasks reinforced by this lesson.

**Academic
hours**

The academic hours required to teach this lesson are as follows:

	PEACETIME				MOB
	AC Resident	TASS Training Bns AT/ADT	IDT	AC/RC Non-res DL	
	<u>HRS/MOI</u>	<u>HRS/MOI</u>	<u>HRS/MOI</u>	<u>HRS/MOI</u>	<u>HRS/MOI</u>
	0.20 DM	DM	DM	DM	DM
	0.10 PE	PE	PE	PE	PE
Test	0:0	0.0	0.0	0.0	0.0

Total Hours: 0.5

**Test lesson
number**

There is no separate exam for this lesson.

**Prerequisite
lesson**

There is no ALMS prerequisite to this lesson. However, all students should have an AKO account, and have previously accessed the ALMS.

**Foreign
restrictions
(FD statement)**

The materials contained in this course have been reviewed by the course developers and course manager in coordination with the Fort Monroe, VA (HQ, TRADOC) foreign disclosure authority.

Continued on next page

Administrative Data Continued

Security clearance/ access Reference

This course is unclassified.

The following references were used in this lesson:

- ALMS Standard Operating Procedures (SOP) V 0.3, page 76 , May 2004
- **ALMS User Handbook**
- ALMS Manage Waitlist Presentation Lesson Template number 1013, V 0.4, Nov 2004

Student study assignments

* The references used in this course are imbedded in the ALMS program.

Students should review the following prior to the start of this lesson (30 days out):

- ALMS Advance Packet (ALMS Manage Waitlist Presentation) at dls.army.mil, enter The Army LMS / ALMS Training Materials
 - ALMS User Handbook., Class Manager, Learner Approvers/Unit Training Manager Roles
-

Instructor requirements

ALMS instructors must be certified as TRADOC instructors. ALMS instructors must have successfully completed each of the following requirements:

- Graduated from a TRADOC approved Army Learning Management System Training Course.
 - Graduated from a TRADOC approved Instructor Training Course.
 - Graduated from a TRADOC approved Video Teletraining Instructor Training Course (VTT presentations only).
 - Graduated from an ALMS Train-the-Trainer course.
 - Served as an assistant instructor for the ALMS course.
 - Served as lead instructor for the course, or module being taught, under the supervision of a certified ALMS instructor.
 - Recognized by TRADOC Staff and Faculty Division of the TDAA, DCST, Fort Monroe, VA as a certified LMS instructor.
-

Additional support personnel

a. Conventional presentation. This lesson requires an assistant instructor and a technical support person (on-call) when presented in a conventional classroom environment.

b. VTT presentation. When taught by VTT, an assistant instructor, site coordinator, and technical support person (on-call) are required at each distant site.

Continued on next page

Administrative Data Continued

Equipment required

The following general equipment is required for conventional and VTT presentation of the ALMS course:

- Computer classroom or computer laboratory with one computer for each student.
- Projection equipment which allows the instructor's computer monitor image to be projected so all students can follow the demonstrations.
- AKO account.

Individual computers should meet or exceed the following specifications:

- System requirements to use the ALMS include web browser (Internet Explorer 5.5 or Netscape 5.0 or higher), NIPRNET or internet connection.
- CPU - Pentium II / III or equivalent, 233 or higher MHz speed.
- Sound card - Sound Blaster compatible audio card.
- Minimum screen resolution - 800 x 600 pixels.
- Users should temporarily disable any pop-up blocking software in use.

System performance will vary depending on quality and speed of network connection.

Most courseware must have the Active X controls enabled in Internet Explorer.

- Internet network, tested and operational.
- The ALMS training database /CD (furnished by the site coordinator/assistant instructor materials) must be loaded and tested. The CD contains ALMS Help Vignettes.
- Optional functions.

Materials required for instruction

a. Instructor materials (non-equipment):

- Appropriate Instructor's Handbook for this Lesson.
- ALMS User Handbook.
- ALMS SOP Training Guide.
- White board and markers, or
- Easel with a flip chart and markers.

NOTE: AI must have the same materials as listed for the instructor.

b. Students are required to have the following materials for each module/lesson:

- **ALMS Student Guide Job Aid Book.**
- Note paper and a pen or pencil.

Continued on next page

Administrative Data, Continued**Classroom,
training area,
and range
requirement**

The following classroom requirements are considered a minimum:

a. Conventional instruction:

- Each student must be able to see the computer screen projection.
- Students must have room to work at their individual computer.
- The instructor must be able to see each student.
- The AI must be able to physically reach and assist each student without disturbing other students.

b. VTT presentation. In addition to the conventional requirements listed above:

- Each student at each distant site must be able to see the computer display on the VTT monitor, or the room must be equipped with a large projection screen.
- Instructor must be able to see students, and hear their questions.

c. See classroom instructions for additional information and specific VTT equipment requirements.

d. There is no range requirement for this lesson.

**Ammunition
requirements**

There is no ammunition requirement for this lesson.

**Instructional
Guidance**

- a. Before presenting this lesson, instructors and assistant instructors must thoroughly prepare by studying this lesson, and the identified reference material.
- b. Refer to the ALMS, SOP and User Handbook, for general guidance about ALMS operations.
- c. Even though this is an ALMS Iteration Management lesson, many students may already have many of these skills and knowledge. It is important the instructor is aware of this and adjusts the lesson accordingly. However, it is essential that each student leaves this lesson with the skills, abilities, and knowledge presented, as each will be used often in the remainder of the course.
- d. Instructions are given throughout the lesson whenever there is a change, if the classroom Network connection is lost. These are suggestive and may be changed due to set-up or instructional needs.
- e. Power point presentation. mirrors teaching points of this lesson in the event of system failure.
- f. Demonstrate ALMS operations on your computer as you are explaining each step. Your instructor's computer monitor image must be projected on a screen so all students may see what you are doing.
- g. Students should follow your actions on their own computers.
- h. Frequently pause and ask students if they are with you. Ensure the AI walks around and watches what students are doing.
- i. Regular slide examples will also continue to be shown for reference.

**Proponent
lesson plan
approval**

Name	Rank	Position	Date
_____	_____	_____	_____
_____	_____	_____	_____

Continued on next page

SECTION II. Introduction

Method of instruction:	Conference
Instructor to student ratio is:	Max: 2:25 Opt: 1:12 Min: 1:6
Time of instruction:	0 hours 05 minutes
Media:	Computer Based Instruction / Power Point presentation / Video teletraining
References:	ALMS SOP, and ALMS User Handbook , Class Manager Scheduler Roles
Security classification:	Unclassified

Motivator

NOTE: Proposed motivator. Use it, paraphrase it, or develop your own.

a. Hello! My name is _____. For the next (*state time period*) I will be your instructor for the Army Learning Management System (ALMS) (*state the module and lesson or lessons you will be teaching*).

NOTE: If VTT, greet all distant sites and attendees. Ensure you have an accurate list of all attending students from each location. If you do not have a seating chart, ask each site to prepare one and send it to you.

b. You have already received an overview of the ALMS, completed lessons on Login into the ALMS, using Help, registering for a Course (ALMS Class Manager Training), and you have completed the first lesson of the Iteration Management Module, and how it fits into the overall training picture. Now we'll take a look at how the Class Manager manages a Class roster Waitlist in the ALMS.

Visual ALMS-V1



Introduction Continued

Terminal learning objective

NOTE: Inform students of the following lesson TLO and references.

At the conclusion of this lesson you will be able to:

ACTION:	Manage a Waitlist in the ALMS.
CONDITION:	Given a requirement to use the Army LMS, a computer, an AKO account, and a set of data, ALMS Role permissions and access to the LMS Help Vignettes.
STANDARD:	The Waitlist must be developed and managed IAW paragraph 6.4.3 ALMS SOP.

Safety consideration

Students must be made aware of the hazards associated with the use of electrical equipment in general, and computer equipment specifically. Liquids and food are not permitted in the computer classroom. Students are not to open any computer cabinet or disconnect or connect any electrical cables.

Risk Assessment level

This lesson is assigned a risk level of low.

Environmental considerations

It is the responsibility of all soldiers and DA civilians to protect the environment from damage. There are no environmental considerations unique to this lesson.

Instructional lead-in

One of the major responsibilities for the Class Manager is the first post-registration training management process. It is an activity that is based on populated Lesson rosters. It involves decisions about class sizes made during either the Lesson template or the Lesson creation process. It also involves the dynamic procedures of moving individual Learners into and from Lesson Rosters and standing Waitlists established for Lessons and keep them current. This Lesson will show you how to accomplish this in the ALMS.

SECTION III. Presentation**Enabling
learning
objective A**

NOTE: Read or paraphrase the ELO, or have a student read it.

At the conclusion of this portion of the lesson each of you will be able to:

ACTION:	Perform Waitlist Procedures.
CONDITION:	Given a requirement to use the Army LMS, a computer, an AKO account, the ALMS SOP and User Handbook.
STANDARD:	The Waitlist process must be implemented IAW paragraph 6.4.3, ALMS SOP.

**Learning
activity 1**

The student will learn how to process a Learner on Waitlist status from the Lesson Detail page and Class roster in the ALMS.

Method of instruction:	Demonstration / Hands-on
Instructor to student ratio is:	Max: 2:25 Opt: 2:12 Min: 1:6
Time of instruction:	0 hours 20 minutes
Media:	Computer Based Instruction / PowerPoint Presentation / Video Teletraining
References:	ALMS SOP, page 43, ALMS User's Handbook; Course Manager Role
Security classification:	Unclassified

Purpose

The ALMS provides an automated and standardized procedure for managing Class Rosters in accordance with TRADOC and the ALMS SOP.

Transition to next slide: Before getting further into the details of the Waitlist process, let's quickly review some of the relevant terminology we may encounter.

Presentation Continued

Visual ALMS-V2



Terminology

- **Class** – Group of Learners taking a Course iteration or Lesson
- **Reservation** – ATRRS term used to denote a seat being held against a name. Not used within ALMS.
- **Registration** – Formal assignment of Learner to a Class and Course iteration. Results in ATRRS registration messages being sent to ALMS for ATRRS managed course.
- **Enrollment** – Learner has been accepted into Course or has had materials shipped (ACCP) or has begun accessing electronic learning materials.

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NOTES: V2

Class: When working with Waitlists, we are really working with the composition of the Class, based on limitations imposed on it be the Lesson template or Lesson administrative information stored in the system.

Reservation: Although you won't see the term "reservation" used in ALMS screens, it is used by ATRRS to mean an approved Registration request. The ALMS does manage Instructor-led training at the seat level, which effectively does impose a reservation-like function to the registration process.

Registration: From the viewpoint of the ALMS, the messages it receives from ATRRS containing Learner and Course information at the iteration level constitute registrations of that Learner for that Course.

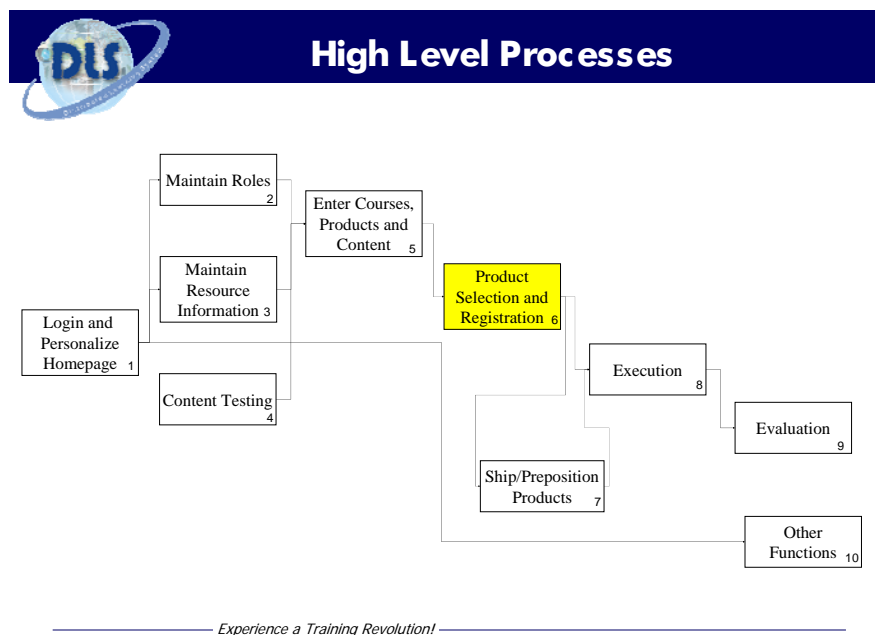
Enrollment: ATRRS requests that individual enrollment data be sent to it. This is accomplished in one of two ways:

- 1) For Instructor-led training: The enrollment message to ATRRS is triggered when the instructor marks the first Lesson in the Course "Delivered" or complete.
- 2) For Web-based training: The Learner triggers the enrollment message to ATRRS when he launches the first piece of Courseware associated with the Course offering.

Transition to next slide: The management of Waitlists is performed during the 6th Major Process in the High Level diagram. We will look at all of Process 6.

Presentation Continued

Visual ALMS-V3



NOTES: V3

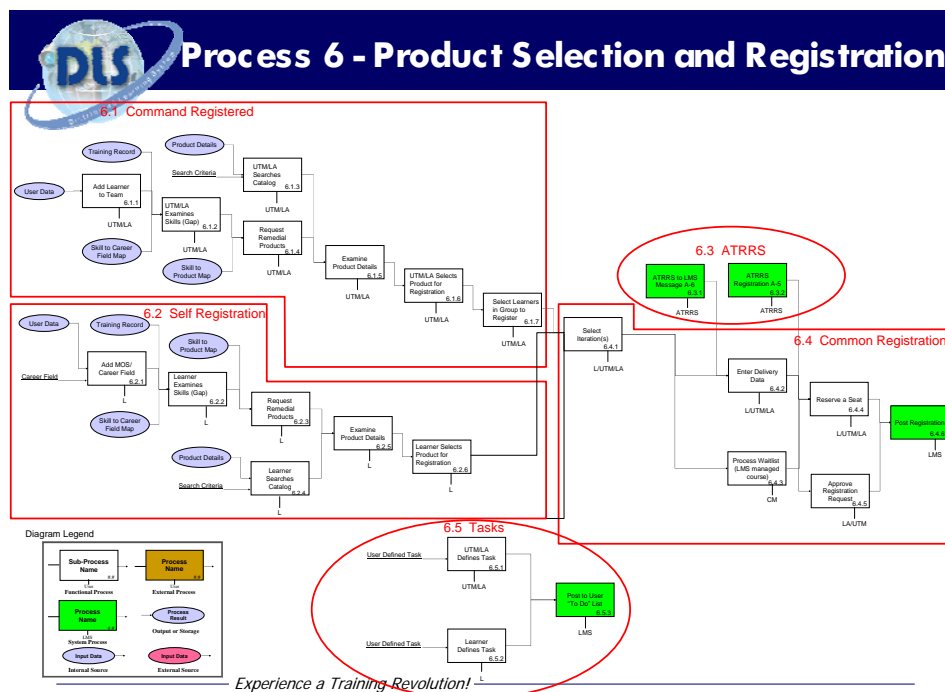
This is one of the first post-registration training management processes.

- **It is an activity that is based on populated Lesson rosters.**
- **It involves decisions about class sizes made during either the Lesson template or the Lesson creation process.**
- **It also involves the dynamic procedures of moving individual Learners into and from Lesson Rosters and standing Waitlists established for Lessons.**

Transition to next slide: The next slide Process 6.1 involves the activities a Unit Training Manager performs on behalf of a designated subordinate.

Presentation Continued

Visual ALMS V4



Notes V4

Process 6 is the first of the “execution” processes. It begins where Process 5 left off – with the establishment of a complete, scheduled Course in the Catalog - ready to have Learners signed up to take it.

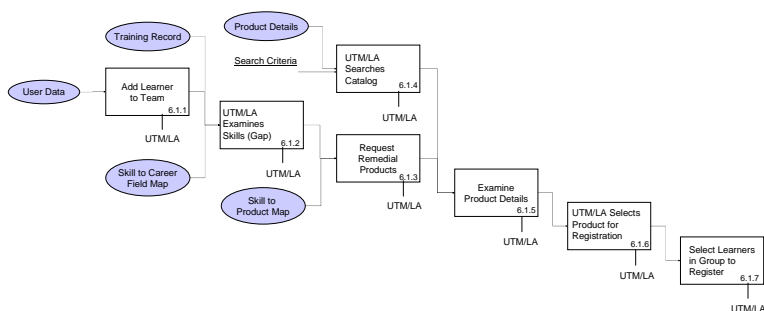
The activities in 6.1 through 6.3 involve either, other system Role-Based Users or system-to-system communications between the ALMS and ATRRS. So we’ll go quickly through the processes until we get to Sub-Process 6.4

Transition to next slide: Next we’ll look at the three ways a Learner can be registered for a Course.

Presentation Continued

Visual ALMS-V5

6.1 Command Registered



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NOTES: V5

He first establishes himself as the Learner's representative or proxy by adding himself to "My Team."

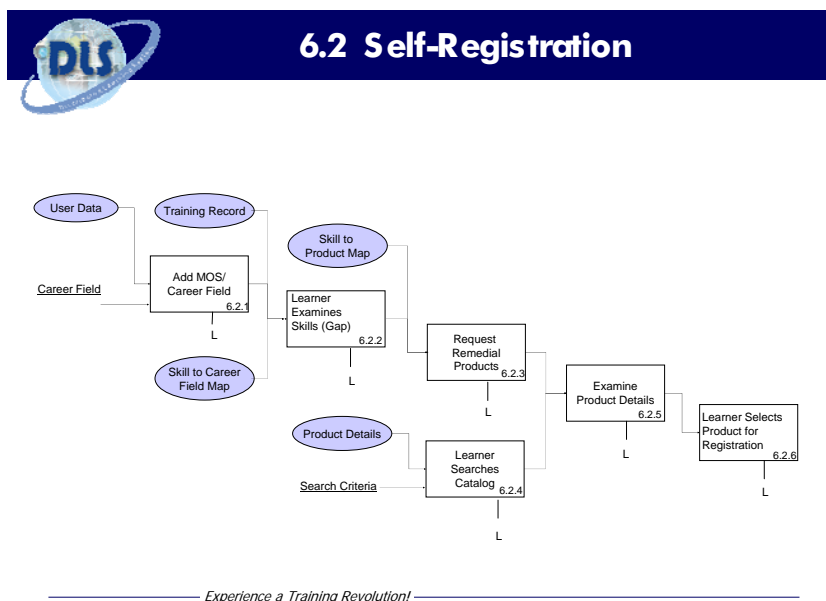
He can then look up his subordinate's training record and examine it to determine training deficiencies.

Next, he can locate the proper training Product to address the deficiencies and ultimately register a Learner individually or as part of a group of subordinates to take the training.

Transition to next slide: The next slide in Process 6.2, (Self-Registration), the Learner can accomplish these tasks for himself.

Presentation Continued

Visual ALMS-V6



NOTES: V6

He provides information about his training goal, determines what he needs to take by looking at his Skills gap with respect to that goal.

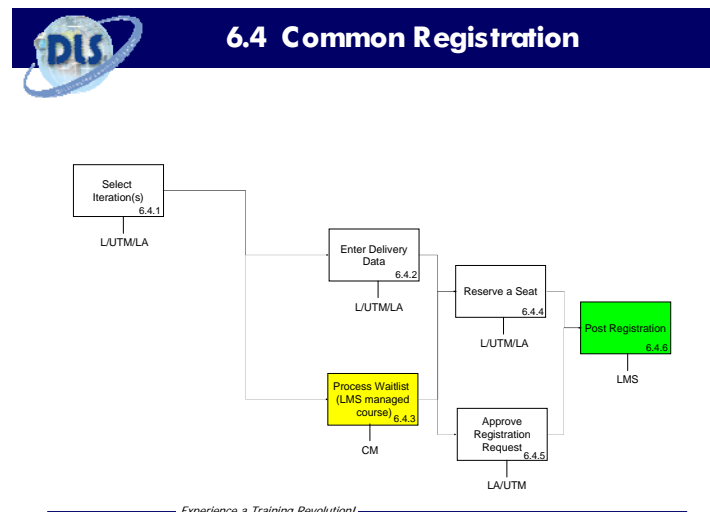
Based on that information, he can locate the proper training product to address his training deficiencies and ultimately register himself for the training.

NOTES: The next slide Process 6.4, is where the three methods of individual registration (Command, Self, and ATRRS) come together.

Transition to next slide: Now we'll look at the Common Registration process.

Presentation Continued

Visual ALMS-V7



NOTES: V7

- Process 6.3 covers the activities needed for a Learner to register himself or be registered by another in ATRRS for a particular Course offering. Those activities occur outside the ALMS. The ALMS only gets the results of that process, a name and related personal information against an ATRRS-managed Course. From that the ALMS populates Rosters at the Lesson level, name by name as they come in from ATRRS.
- It is in Process 6.4 that the three methods of individual registration (Command, Self, and ATRRS) come together. If the selected training is a physical product to be shipped; address information needs to be supplied or updated. For Instructor-led offerings, a seat in the class must be held (the system does this automatically). Finally, the registration is recorded in the system and the individual's name appears on however many Rosters are associated with the Catalog item.
- If the desired Course has a seating limitation, the Class Manager may be needed to determine actual enrollment, particularly when the registration requests exceed the established limit. This is the process of Waitlist Management.
- Lastly, if the desired Course or Product requires approval from someone in the Learner's chain of command, the Learning Approver comes into play.
- This individual is notified when a subordinate has requested training that has been designated as requiring approval.
- The Learning Approver grants or denies the request and the LMS either proceeds with enrollment or notifies the Learner of the disapproval.

Transition to next slide: Have students go into the ALMS Help application, to gain a better understanding from the vignette that provides step-by-step procedures for managing Waitlists.

Presentation Continued

Visual ALMS-V8



Show Me Version

➡ **"Class Manager Registration" Show Me**

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NOTES: V8

- This vignette demonstrates how to add or remove learners from Waitlists.
- Take 5 Minutes and run the Show Me vignette titled "Class Manager Registration".
- Remember, to get to the vignettes, you click on "Help", select and click on "Course Manager" in the "My Roles" column. This will display all the vignettes associated with the Class Manager.

Transition to next slide: Go back to the PowerPoint presentation, the next slide will show some facts associated with Waitlist Management.

Presentation Continued

Visual ALMS-V9



- **Class Managers manage Waitlists.**
- **Waitlist parameters are established during the Lesson template/Lesson creation or editing process.**
- **Moving Learners from Waitlist to Roster is a manual function (computer assisted).**

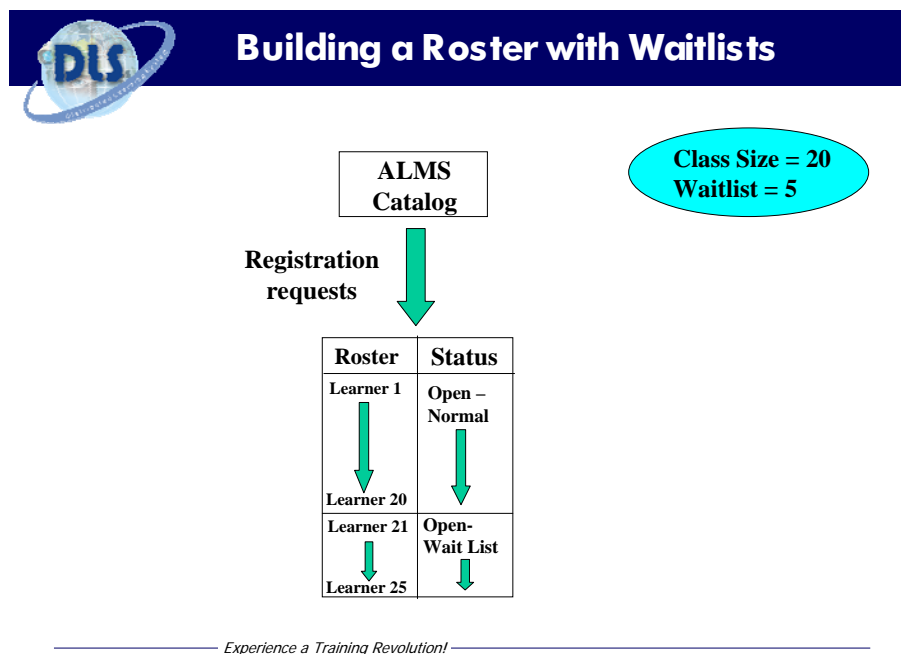
Experience a Training Revolution!

NOTES: V9

These are facts associated with Waitlist Management.

Transition to next slide: The next diagram may help to illustrate how the Waitlist process works...

Presentation, continued
Visual ALMS-V10



NOTES: V10

The roster is filled up with approved (if applicable) Learners on a first-come, first-served basis. When the roster (Class size) equals any size limitation placed on the Lesson, subsequent registration requests are accepted onto the roster, but their status will be shown as Open - Waitlist.

Remember that the Course and/or Class Managers may have established a maximum count for the Waitlist itself. If so, then all subsequent registration requests after the Waitlist ceiling has been reached will be rejected.

Transition to next slide: The next slide is a reminder where size restrictions on Lessons are established in advance.

Presentation Continued

Visual ALMS-V11

Calendar Contact Us Help About Log Off

Waitlist Settings on Lesson Details Screen

Go to: Lessons

Lesson Session Template Lesson Requests Lesson Batch Registrations Reports

Change: [Dropdown]

Lesson Details : LMS HIGH LEVEL BUSINESS PROCESSES, 011275 [Save](#)

Lesson Number * 011275 Lesson Template Number * 1004 Location * Fort Eustis Building Virtual Classroom Customer Service Rep. Start Date *	Attendance Information Min Count * 0 Max Internal Conf. * 0 Max Count * 16 Student Count * 15 Max In Wait List * 6 Students Waitlisted * 0 Lesson Base Price * 0 Max Discount * 0 Credit Quantity	Custom Fields: ATRRS ID Custom1 Custom2 Custom3 Custom4
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NOTES: V11

In this case, it is at the Lesson level, but similar fields exist for the Lesson template.

A change to these values at the Lesson will be reflected on the Roster associated with the Lesson.

Transition to next slide: Go into the ALMS and navigate to the Lesson roster to view waitlist restrictions, students will navigate with you on their computers. **The next slide explains the navigation steps and icons that are in relation to Lessons Class size/Waitlist.**

Presentation Continued

Visual ALMS-V12

Student Name	Order Status	Registration Status	Waitlist Priority	Action
Entire Class				[Icons]
Alvin Kahn	Open - Confirmed	Open - Normal		[Icons]
Carleen Starry	Open - Confirmed	Open - Normal		[Icons]
Charles Askew	Open - Confirmed	Open - Normal		[Icons]
Daniel Moore	Open - Confirmed	Open - Normal		[Icons]
Dianna Knight	Open - Confirmed	Open - Normal		[Icons]

NOTES: V12

When working with Lessons carrying Class Size/Waitlist restrictions, the Class Manager calls up the Lesson to look at the Roster.

Navigation From Homepage:

- Click on “Lessons” on the Go to: Drop Down menu
- Click on “Lesson” on the Gray Horizontal Tab Bar
- Click on Search (enter value) and click on “Go”,
Select/edit icon for the Lesson Details Screen
- Select “Roster” from Left Navigation Bar

The icon representing the Waitlist is shown by the red arrow.

A Registration Status of “Open – Normal” is the indicator of full enrollment in this Lesson. The system will allow Instructors to move an individual from the enrolled (Open – Normal) status to the Waitlist.

Navigation for Instructors From Homepage:

- “Instruction” from the Go to: drop down menu
- Select desired Lesson by Clicking on the Lesson Number
- Select “Roster Seating” from the Left Navigation Bar

Training institutions will need to determine by local Standard Operating Procedures (SOP), if or when they want to make use of this capability.

Transition to next slide: Stay in the ALMS, and demonstrate the use of the checkbox icon to add Waitlisted Learners to the Roster.

Presentation Continued

Visual ALMS-V13

Class Roster with Waitlisted Learners

Lesson Number: [011276](#) Lesson Template Number: [1009](#)
 Date: 11/3/04 - 11/3/04 Session Template: [W_1300-1500](#)
 Location: [Fort Eustis](#) Building:
[Lesson Attendance](#)
[Grade Entire class](#)
[Register Learner in this class](#)

Lesson Action:

Student Name	Order Status	Registration Status	Waitlist Priority	Action
Entire Class				
Alvin Kahn	Open - Confirmed	Open - Normal		
Carleen Starr	Open - Confirmed	Open - Normal		
Charles Askeu	Open - Confirmed	Open - Normal		
Daniel Moore	Open - Confirmed	Open - Normal		
Dianna Knight	Open - Confirmed	Open - Normal		
Elaine Poettravne	Open - Confirmed	Open - Normal		
James Ford	Open - Confirmed	Open - Normal		
Kevin Zametis	Open - Confirmed	Open - Normal		
Marianne Schippersit	Open - Confirmed	Open - Wait List	0	
Mark Roemer	Open - Confirmed	Open - Normal		
Nina Robinson	Open - Confirmed	Open - Wait List	0	

NOTES: V13

Here again is the view the Class Manager sees when accessing a Lesson's roster.

Note that there are two Learners in a Waitlist status.

The Class Manager uses the checkbox icon to add Waitlisted Learners to the Roster.

Transition to next slide: This procedure concludes the presentation on Managing a Waitlist, to Check on Learning, students will stay in the ALMS, and complete the Class Manager Registration "Let Me" vignette.

Presentation Continued
Visual ALMS-V14



Practical Exercise – Run the Let Me Vignette

➔ **“Class Manager Registration” Let Me**

Experience a Training Revolution!

NOTES: V14

Take 10 minutes and do this short Practical Exercise.

Transition to next slide: After students complete the PE, go to the summary slide and summarize the lesson, and ask questions.

SECTION IV SUMMARY

Visual ALMS-V14



What We've Learned:

- Overview of Command Registration
- Overview of Self-Registration
- Waitlist Management Procedures

Questions?

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NOTES V14:

During this lesson we've covered:

- Overview of "Command" and "Self" Registrations
- Waitlist Management procedures

What are your questions pertaining to Managing Waitlists in the ALMS?

Waitlist Management?

This concludes the Lesson on "Waitlist Management".

SECTION IV SUMMARY Continued

**Learning
activity
review
Solicit
questions
from
students
Check on
learning**

NOTE: Review the major teaching points. Remind students how all the modules and components of LMS are linked together.

- a. Ask students for their questions.
 - b. Answer all questions and ensure the answers are understood.
-

NOTE: Ask these questions, or develop your own. Ensure students understand the learning points of this learning activity. You are not required to conduct this check on learning if you are confident the students understand the material. When asking questions: Ask; Pause; Call on a specific student to answer.

QUESTION: When are Waitlist parameters established in the ALMS?

ANSWER: At the creation of the Lesson/Template Details.

QUESTION: Can an Instructor see who is on the Lesson Roster Waitlist?

ANSWER: Yes when he goes and select the desired Lesson and select “Roster Seating” from the Left Navigation Bar.

QUESTION: What role manages an ALMS Waitlist?

ANSWER: Class Managers

Summary Continued

**Closing
statement**

The key points in understanding the waitlist management process are:

- The roster is filled up with approved (if applicable) Learners on a first-come, first-served basis. When the roster (Class size) equals any size limitation placed on the Lesson, subsequent registration requests are accepted onto the roster, but their status will be shown as Open - Waitlist.
- Remember that the Course and/or Class Managers may have established a maximum count for the Waitlist itself. If so, then all subsequent registration requests after the Waitlist ceiling has been reached will be rejected.

**Transition
statement to
next lesson**

You now know how Waitlists are managed in the system. Following the break you will begin to learn how to manage other functions in the ALMS, to assist you in accomplishing your training management mission.

Take a 10 minute break. Be back in your seats ready for the next lesson at _____ o'clock.

NOTE: Ensure students have a means of knowing the time, or appoint a student with a watch to tell the others when it is time to return to the classroom.

SECTION V STUDENT EVALUATION

Purpose The purpose of this practical exercise is to allow you practice in managing Waitlist data in the ALMS, and to check your knowledge of and your skills of navigating in the ALMS.

Introduction This practical exercise will provide an opportunity to check your knowledge and skill in understanding the LMS features you have learned in the preceding lesson.

Motivator

TLO The following TLO is performed in this practical exercise.

ACTION:	Perform the Waitlist Management “Let Me” vignettes.
CONDITION:	Given a requirement to use the ALMS, a computer, an AKO account and access to the ALMS User’s Handbook, LMS Help Vignettes, and personal notes.
STANDARD:	Complete the Class Manager, Waitlist “Let Me” vignettes, prior to applying these procedures in the ALMS.

Safety requirements You must be aware of the hazards associated with the use of electrical equipment in general, and computer equipment specifically. Do not have liquids in the computer classroom, and do not attempt to open any computer equipment or disconnect or connect any electrical cables.

Risk assessment level This practical exercise is assigned a risk level of low.

Environmental considerations It is your responsibility, soldier and DA civilian, to protect the environment from damage. There are no environmental considerations unique to this practical exercise.

LESSON PRACTICAL EXERCISE

ALMS ITERATION MANAGE ANSWER KEY

INSTRUCTION FOR EVALUATION: “Let Me” Vignettes

APPENDIX A

Visual Masters

Title MS Power Point LMS Manage Waitlist	Lesson Template Number 1013
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Glossary of Terms

See ALMS Help Application Feature

APPENDIX B

Practical Exercises

Waitlist Management Lesson – LMS Class Manager Registration “Let Me Vignette”

**LMS Help
Application
Class
Manager,
TA/UTM
Roles**